

**Special Called Meeting
Riverbend Water Resources District
Board Meeting Minutes
February 28, 2014**

Location: 28 Morris Lane Suite 118, Texarkana, TX 75503

A G E N D A

- I. **Call to Order, Roll Call, Establishment of Quorum, Certification of Notice.**
Fred Milton, President of the Board, called the meeting to order at 12:00 p. m. and welcomed the guests in attendance.

Director's in Attendance:

Fred Milton	Kelly Mitchell	Marshall Wood	James Carlow
<i>President</i>	<i>Vice-President</i>	<i>Secretary</i>	<i>Director at Large</i>

Arrived during reports & general discussion

Director's absent:

Sean Rommel
Treasurer

Staff in Attendance:

Scott Albert
Executive Director

Others in attendance:

Paige Alexander	Matt McAdoo	Wendell Davis	Linda Price
<i>Texarkana, Gazette</i>	<i>DeKalb Public Works Director</i>	<i>Red River County WSC</i>	<i>Ward Timber</i>

Mike Burke	Jennifer Harland
<i>City Manager, Wake Village</i>	<i>SWEPCO Mgr. External Affairs</i>

- II. **Public Comments:**
No comments - general discussion with the public during reports.

- III. **Agenda Items for Individual Consideration**
- A. **Discussion and possible action about January 2014 financial statements.**
Executive Director stated cash on hand increased and no uncommon expenditures for January.

A motion was made by Kelly Mitchell and seconded by Marshall Wood to accept the RWRD January 2014, financial report. The motion was

approved unanimously.

B. Discussion and possible action about January 16, 2014 Board meeting minutes.

A motion was made by Marshall Wood and seconded by Kelly Mitchell to accept the Board meeting minutes of January 16, 2014. The motion was approved unanimously.

C. Discussion and possible action about Riverbend Water Resources District website.

The Executive Director read the following memorandum into record:

In December the Board approved the District's strategic plan which includes five goals. A goal of the strategic plan is to educate the public on the role and purpose of Riverbend. Under this goal the Board identified four milestones which include setting up a web site that communicates policies, reports and information. In response to this milestone the District contracted with Westbrook Production to design Riverbends website.

Design of the website is complete and available for public view. Riverbends domain has been registered as RWRD.org. The Districts website currently includes the following pages:

- Home
- Message from the Executive Director
- Board of Directors
- About Riverbend
- Public Notices
- Board Meeting Agendas
- Board Meeting Minutes
- Publications and reports
- Presentations
- Helpful Links
- Contact

Executive Director stated the Board had sufficient time to review the website over the past several weeks. No action is required of the Board regarding the website.

D. Discussion and possible action about selecting general legal counsel.

The Executive Director read the following memorandum into record:

Currently the District does not have general legal counsel of record. In response the District has issued a public notice requesting qualifications for general legal counsel services. The District received qualifications from three firms:

- Jordan Law Firm (Phillip Jordan)
- Mercy, Carter and Tidwell (John Mercy)
- Smith Weber (David Glass)

All three firms met the minimum qualifications required of the District:

- Experience providing legal services to political subdivisions.
- Respect within the legal profession and reputation for conscientious client services.
- Familiarity with Texas open meeting laws.
- Reasonable fees for services.

The firm selected by the Board will be expected to perform the following services; 1. Serve as general counsel of record 2. Review and prepare legal documents 3. Ensure the district is adhering to the Texas open meetings act 4. Make certain the district adheres to bidding requirements for professional services and construction projects 5. Attend Board meetings as needed 6. Help district staff in negotiating contracts 7. Provide other services as asked.

The Board has received a confidential memorandum from the Executive Director evaluating each firm.

A motion was made by Kelly Mitchell to retain Smith Weber as the Districts general legal counsel in which David Glass will serve as Riverbends attorney of record. The motion was seconded by Marshall Wood. The motion was approved unanimously.

E. **Discussion and possible action about selecting an engineering firm for preparing a regional water treatment facilities master plan.**

The Executive Director read the following memorandum into record:

In December the Board approved the Districts strategic plan which outlined five goals. One of the goals is to build a new water treatment plant. Associated with this goal are five key milestones:

1. Create a plan for a new water treatment plant.
2. Determine how to proceed with the CH2MHill report.
3. Create a plan for how to fund the water treatment plant.
4. Educate the public on the need for a water treatment plant in a way that creates buy-in.
5. Determine the governance and operations policies for the new plant.

Today, the Board will consider selecting an engineering firm to assist in addressing each of these milestones in a proposed regional water treatment facilities master plan. **The objective of Riverbends proposed master plan is to prove a business case for regional water supply and treatment needs, recommend a preferred way-forward, and show project viability. The plan will offer sufficient technical and financial information to promote regional support for the project. A master plan will make it much easier for Riverbend to determine the best direction with the greatest benefit for the region over the next fifty-years.**

Legal notices were published in the Texarkana Gazette requesting qualifications for engineering services in relation to Riverbends proposed regional water treatment facilities master plan. The District received qualifications from the following three engineering firms; MWH, KSA and RPS Espey.

The firms were evaluated based on the criteria outlined below:

- Quality of the Response 10%
- Team Organization
- Project Leadership 25%
- Technical Support Staff 15%
- Project Experience 20%
- Project Approach 25%
- Summary 5%

Once an engineering firm has been selected by the Board the following steps will ensue:

- Finalize SOW.

- Meet w/ local stakeholders regarding SOW.
- Negotiate price based on final SOW.
- Identify funding source(s).
- Obtain Board of Directors approval for SOW and funding.

The Board has received a confidential memorandum from the Executive Director evaluating each firm.

A motion was made by Marshall Wood to select MWH Engineering in relation to preparing a regional water treatment facilities master plan. The motion was seconded by Kelly Mitchell. The motion was approved unanimously.

F. Discussion and possible action about MWH task order no. 2 scope of work development.

Executive Director stated over the past several months MWH has provided services in relation to identifying a way forward for regional infrastructure and natural resources. MWH has attended approximately a dozen meetings, visited the Millwood and New Boston Rd WTP, and reviewed the CH2M Hill, HDR and CLB engineering studies. And yet there remains sufficient work in completing the upcoming SOW. I'm requesting the Board approve task order no. 2 in association with the Districts Master Services Agreement w/ MWH.

A motion was made by Marshall Wood to approve task order no. 2 under the Districts master service agreement with MWH. The motion was seconded by Kelly Mitchell. The motion was approved unanimously.

G. Discussion and possible action about MWH task order No. 3 review of water supply availability from Lake Wright Patman and Millwood Lake.

Executive Director asked to table this item until a later date. No action required

IV. **Reports:**

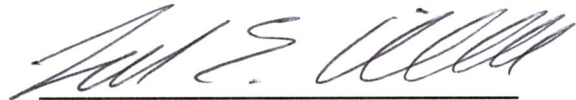
The board engaged the public present at the meeting for general discussion regarding the Districts way-forward and regional water needs.

A. **Executive Director:**

B. **RWRD Board Members:**

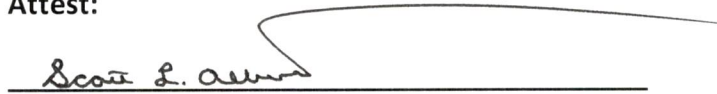
- V. **Adjourn:** With no additional business to be discussed, a motion was made by James Carlow and seconded by Marshall Wood to adjourn meeting. The motion was approved unanimously.

The above and foregoing minutes of Riverbend Water Resources District Board of Directors meeting, February 28, 2014 were read and approved on the 20 day of March, 2014.



Fred Milton, President

Attest:



~~Marshall Wood, Secretary~~
Scott Albert, Executive Director